



860403-01

INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

| FOR AGENCY USE | | 1. GEORGIA DEPARTMENT OF LABOR SPECIAL PROGRAMS PAYMENT UNIT ROOM 508, I.B.E.W. BUILDING 501 PULLIAM STREET, S.W. ATLANTA, GA. 30312 | FOR RECORDS MANAGEMENT USE | |
|---|--|--|------------------------------------|-------------------------------|
| Application Date | | | Application Number | 86-20 |
| Application Number | | | Date Received APR 4 1986 | Date Completed APR 11 1986 |
| 2. Person to Contact C. MAE TRAMMELL | | Working Title MANAGER (SUPERVISOR, SPECIAL PROGRAMS PAYMENT UNIT) | Telephone Number 656-7194, 7358 | |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void | | | | |
| 4. Dates of Series Earliest 1983 | | 5. Record Series Title (followed by title used in office; if different) JOB TRAINING PARTNERSHIP ACT (JTPA) PARTICIPANT PAID (CANCELLED) CHECK FILES | | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? THE SPECIAL PROGRAMS PAYMENT UNIT RECEIVES AND PROCESSES WEEKLY REQUESTS FOR PAYMENT OF ALLOWANCES AND WAGES TO PARTICIPANTS ENROLLED IN RELATED PROGRAMS. MAKES PERIODIC AUDIT AND REVIEW OF PAYMENT RECORDS TO PREVENT DUPLICATES OR OVERPAYMENTS. CONTINUALLY MAINTAINS RECORDS TO ASCERTAIN ELIGIBILITY AS FAR AS PAYMENTS ARE CONCERNED. | | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: DISBURSING FUNDS TO PARTICIPANTS OF JOB TRAINING PARTNERSHIP ACT PROGRAMS Included are: JTPA-323 CHECK FOR WAGES JTPA-361 CHECK FOR ALLOWANCES File is arranged: NUMERICALLY BY CHECK NUMBER | | | | |
| 8. Monthly Reference Rate One to six months old <u>1</u> ; Seven to twelve months old _____; Thirteen to twenty-four months old <u>*</u> ; twenty-five months and older _____? * DISCRETION OF AUDITORS. | | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 B M CARD BOXES</u> APPROXIMATELY 200 ANNUALLY. | | | | |

(Over)

DOL-144 (R-5/85)

| | |
|---|--|
| X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. PRIVACY ACT OF 1974 |
| X | c. Is this a vital record? |
| X | d. Does this series have historical or long term research value? |
| X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| X | f. Is the information contained in this series ever published? If yes, attach copy. |
| X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| X | i. Is this series (or a major portion of it) regularly microfilmed? |
| X | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law | <u>4</u> years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>1</u> years. |
| c. Federal Law | _____ years. | f. Federal retention instructions | <u>3</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- e. ADMINISTRATIVE NEED - ONE ADDITIONAL YEAR, NEEDS BASED ON PREVIOUS SIMILAR PROGRAMS.
f. FEDERAL RETENTION INSTRUCTIONS - 3 YEARS. 20CFR 629.35 (e) (f) FED. MGT. CIR. A-102.

EMPLOYERS ARE REQUIRED TO RETAIN PAYROLL DEDUCTION AND WITHHOLDING RECORDS 4 YEARS.
GA. L.-1978, P. 309, PAR. 2 (GA. CODE ANN. 48-7-111).

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other STATE PROGRAM YEAR then.

- ☒ Hold in the current files area 12 month(s) _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold 3 year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)

NOTE: DESTROY RECORDS ONLY AFTER COMPLETION AND RELEASE OF ALL STATE AND FEDERAL
AUDIT REQUIREMENTS, LITIGATION AND/OR CLAIMS.

These instructions apply to all prior and future accumulations of the series.

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|---|-------------------------------------|---|--------|
| Division Director/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
| <i>[Signature]</i> | 4/2/86 | <i>[Signature]</i> | 4/1/86 |
| Assistant Commissioner (Administration) (Signature) | Date | Chief, Records Management & Control (Signature) | Date |
| <i>Ray Hollingsworth</i> | 4/1/86 | <i>William B. [Signature]</i> | 4-2-86 |
| State Auditor/Designee | State Records Committee (Signature) | Date | |
| <i>[Signature]</i> | <i>[Signature]</i> | 4/8/86 | |
| Secretary of State/Designee | <i>[Signature]</i> | 4/4/86 | |
| Attorney General/Designee | <i>[Signature]</i> | 4/10/86 | |

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)

86-20

(Reverse Side)